

# Microsoft® Office Access® 2010: Level 3

## Course Specifications

**Course number:**

**Course length:** 1.0 day(s)

## Course Description

**Course Objective:** You will create complex Access databases by structuring existing data, writing advanced queries, working with macros, and performing database maintenance.

**Target Student:** This course is for the individual whose job responsibilities include working with heavily related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance.

**Prerequisites:** To ensure your success, knowledge of basic and intermediate features of Access tables, relationships, and queries, forms, and reports is recommended. The following Element K courses or equivalent knowledge is recommended:

- *Microsoft® Office Access® 2010: Level 1*
- *Microsoft® Office Access® 2010: Level 2*

## Hardware Requirements

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware components:

- A 1 GHz Pentium-class processor or faster.
- A minimum of 256 MB of RAM. 512 MB of RAM is recommended.
- A 10 GB hard disk or larger. You should have at least 1 GB of free hard disk space available for the Office installation.
- A CD-ROM drive.
- A keyboard and mouse or other pointing device.
- A 1024 x 768 resolution monitor is recommended.
- Network cards and cabling for local network access.
- Internet access (see your local network administrator).
- A printer (optional) or an installed printer driver.
- A projection system to display the instructor's computer screen.

## Software Requirements

Each computer requires the following software:

- Microsoft® Office Professional Edition 2010
- Microsoft Office Suite Service Pack 1
- Windows XP Professional with Service Pack 2

# Course Objectives

Upon successful completion of this course, students will be able to:

- restructure data into appropriate tables to ensure data dependency and minimize redundancy.
- write advanced queries to analyze and summarize data.
- create and revise Microsoft® Office Access® 2010 macros.
- customize reports by using various Microsoft® Office Access® 2010 features.
- maintain their databases using Microsoft® Office Access® 2010 tools.

## Course Content

### Lesson 1: Structuring Existing Data

**Topic 1A:** Restructure the Data in a Table

**Topic 1B:** Create a Junction Table

**Topic 1C:** Improve the Table Structure

### Lesson 2: Writing Advanced Queries

**Topic 2A:** Create SubQueries

**Topic 2B:** Create Unmatched and Duplicate Queries

**Topic 2C:** Group and Summarize Records Using Criteria

**Topic 2D:** Summarize Data Using a Crosstab Query

**Topic 2E:** Create a PivotTable and a PivotChart

### Lesson 3: Simplifying Tasks with Macros

**Topic 3A:** Create a Macro

**Topic 3B:** Attach a Macro

**Topic 3C:** Restrict Records Using a Condition

**Topic 3D:** Validate Data Using a Macro

**Topic 3E:** Automate Data Entry Using a Macro

### Lesson 4: Creating Effective Reports

**Topic 4A:** Include a Chart in a Report

**Topic 4B:** Print Data in Columns

**Topic 4C:** Cancel Printing of a Blank Report

**Topic 4D:** Publish Reports as PDF

### Lesson 5: Maintaining an Access Database

**Topic 5A:** Link Tables to External Data Sources

**Topic 5B:** Manage a Database

**Topic 5C:** Determine Object Dependency

**Topic 5D:** Document a Database

**Topic 5E:** Analyze the Performance of a Database